

2004 James C. Howland Awards for Municipal Enrichment

“High-quality municipal design and healthy local economies go hand in hand...”

The purpose of the **James C. Howland Awards for Municipal Enrichment** is to highlight and encourage community efforts which have preserved and/or enriched the quality of life in cities and towns.

Over the years, many development tools and techniques have been devised and implemented to shape city form, character, and appearance. With these tools, city officials have become brokers, facilitators, and negotiators in defining and encouraging higher quality and more sensitive development to enhance the quality of life.

The James C. Howland Award is given to those communities that have, through effective policies and thoughtful project planning, preserved and/or enriched a high quality of life in cities, towns and villages.

Sponsored by



**National
League of
Cities**

The National League of Cities (NLC) was established in 1924 and represents 49 state municipal leagues and more than 1,600 cities and towns of all sizes. Through membership of the state leagues, NLC represents more than 18,000 cities and towns.

NLC serves as an advocate for its members in Washington in the legislative, administrative and judicial processes that affect them; develops a national urban policy that meets the present and future needs of our nation's cities and the people who live in them; offers training, technical assistance and information to municipal officials to help them improve the quality of local government in our nation; and undertakes research and analysis on topics and issues of importance to the nation's cities.



CH2M Hill is one of the largest engineering consulting firms in the country and is committed to the integration of technology with the environment. More than 30,000 projects for water and waste management, energy and transportation systems have been completed by the firm since its founding in 1946.

James C. Howland is a founding member of CH2M Hill and served as its chief executive officer from 1947 through 1974. He has been very active in a variety of community service organizations and projects. He has also received a number of honors for his contribution to his engineering profession.

Nomination Process

All nominees should follow these guidelines:

- 1 All nomination forms must be received in the offices of the National League of Cities by 5:00 p.m. (EDT) on Thursday, June 17, 2004. Nominations should be addressed to:

2004 Howland Awards
Attn: Ann Kelly
National League of Cities
1301 Pennsylvania Avenue, N.W.
Suite #550
Washington, D.C. 20004

Submissions by facsimile machine or e-mail will not be accepted. Nominations must be submitted in hard copy. Questions should be directed to Ann Kelly by phone at (202) 626-3139 or e-mail at kelly@nlc.org.

- 2 Each nomination must contain six (6) copies of the Nomination Package, which includes the Nomination Cover Sheet, Project Summary, and Project Description. The Nomination Package must not exceed 10 pages, including the cover sheet. The pages should be 8.5 by 11 inches, single-spaced, 12-point font, and one side only. The judges will **only** be given the Nomination Package. *Any other submitted materials, such as photos, videos or brochures, will not be judged and will be discarded. Please do not bind or change the cover sheet. One staple in the left hand corner or binder clip is the only accepted format. Any deviation from these requirements (fancy covers, plastic sheets, etc.) will result in point deductions.*

○ **Nomination Cover Sheet**

All sections should be completed, please print or type.

○ **Project Summary**

The Project Summary must be 350 words or less. The summary should provide a clear and concise overview of

the project. This summary may be used in selected publications or data-bases. A copy must also be submitted on disk in Microsoft Word for each application. The label on the disk should include the project name, the file name, and the name of your city.

○ **Project Description**

This Project Description can include relevant background information about the city, the need for the project, objectives of the project, who was involved and how the success was measured, and future plans. See the Nomination Evaluation Criteria for more detail.

- 3 Awards will be made and winners selected from four population categories, with one gold winner and one silver winner selected from each:

- Under 50,000
- 50,001 – 150,000
- 150,001 – 500,000
- 500,001 - and over

- 4 Jurisdictions may submit no more than two projects for award consideration in one year.

- 5 The jurisdiction on the nomination form **must** be a member city or town of NLC.

- 6 Submission of nominations authorizes NLC to use the information in publications and other media and promotional activities. Nomination forms will **not** be returned and will be incorporated into NLC's Municipal Reference Service. If a publication is generated based on nominations received for this award competition, each nominee will receive a complimentary copy of said publication.

Nomination Evaluation Criteria

Each nominee will be reviewed and judged by a panel selected by National League of Cities. Judging will include objective and subjective criteria for a total of 100 points. They are as follows:

Objective Criteria: 60 Points

○ Is the nomination form complete? [10 points]

Are materials in order? Is the Project Summary 350 words or less and saved on a disk in MS Word? Is the nomination less than 10 pages (including cover sheet)? Has it been signed by the Chief Local Government Official?

○ Does the Project Description clearly address the following topics? [10 points]

What were the project objective(s)? Who was involved in the project? How was the project funded? How were the objective(s) met? How were the result(s) measured?

○ Can this project be replicated in other cities? [20 points]

○ How thoroughly does the project meet the nomination requirements? [20 points]

Does this exemplify:

- a) successful public-private partnership ventures or effective citizen and community collaborations,
- b) thoughtful planning and management of municipal resources (public or private),
- c) innovative government policies, and/or
- d) actual project implementation with measurable demonstrated results?

Subjective Criteria: 40 Points

Each nomination will be evaluated on:

- a) the degree to which the program is innovative,
- b) the success of the local government in implementing the program; and,
- c) the extent of the measurable benefit for the general community and local government.

Nomination Cover Sheet

[Please type or print]

NAME OF JURISDICTION: _____

NOMINATION SUBMITTED BY*: _____

JOB TITLE: _____ E-MAIL: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____

** This person will be the primary contact for NLC*

NAME OF PROJECT CONTACT: _____

JOB TITLE: _____ E-MAIL: _____

CITY/ORGANIZATION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____

PROJECT TITLE: _____

DATE PROGRAM BEGAN: _____

SIGNATURE OF CHIEF LOCAL GOVERNMENT OFFICIAL: _____

(Must be signed by mayor – if not applicable, use city manager)

PRINTED NAME: _____

JOB TITLE: _____

PLEASE CHECK THE APPROPRIATE POPULATION CATEGORY FOR YOUR JURISDICTION:

☐

Under 50,000

☐

150,001 – 500,000

☐

50,001 – 150,000

☐

500,001 and over

Please mail to:

2004 Howland Awards

Attn: Ann Kelly

National League of Cities

1301 Pennsylvania Avenue, NW • Suite #550

Washington, D.C. 20004

Submission Deadline:

Thursday, June 17, 2004